Mozilla User's Guide – Revision H - 10/31/03

Migration Instructions

A. Before we begin…..

1. Overview

   a. You will be installing the LBNL customized version of Mozilla 1.4 web browser and email client

   b. A typical Mozilla 1.4 installation and configuration will require 25 minutes to complete. Allow additional time if you have large data files for: address books, address lists, local mail folder

   c. Netscape Calendar, you will now need to use the Corporate Time manager interface. Download this software from: "http://www.lbl.gov/ITSD/CIS/Software/"

   d. If assistance is needed, please contact your technical support staff

   e. These instructions presume that your current email data is store on your workstation local C:\ hard drive. If your email data is stored on another drive modify **Section D.4.b** accordingly

   f. Determine what version of email you are currently using. For example:

      • "**Netscape 4.x** or **Netscape 7.x** or **Mozilla 1.2, 1.3** or **Outlook** or **Eudora**"

      • Mozilla 1.4 uses the same email profile, address book, local mail, mail filters, and browser bookmarks as **Netscape 7.x**

      • If you have no email software on your system create a Mozilla profile folder using MS Explorer at: "**C:\Mozilla**", then go to **Section B.**

   g. If **Netscape 4.x** is your current email client then create a Mozilla profile folder using MS Explorer at: "**C:\Mozilla**"

h. All IMAP email folders in **Netscape 4.x or 7.x** should be checked for Subscription before migrating to Mozilla 1.4:

    i. From the Netscape mail client:

- Choose [**File**] [**Subscribe…**]

- Click on the "**Folder name**" you want to mark then Click on [**Subscribe**].

- When you are done then Click [**OK**]

i. Exit all programs before running the Mozilla 1.4 installation program

2. **Remove old versions of Mozilla**:

a. If you do not have any old version(s) of Mozilla on your pc:

- skip to **Section B**

b. If you have old version(s) of Mozilla on your pc, uninstall them now:

- From the Microsoft system [**Control Panel**]

- Choose [**Add or Remove Programs**] scroll down the list of programs and Choose "**Mozilla 1.2**" or "**Mozilla 1.3**"

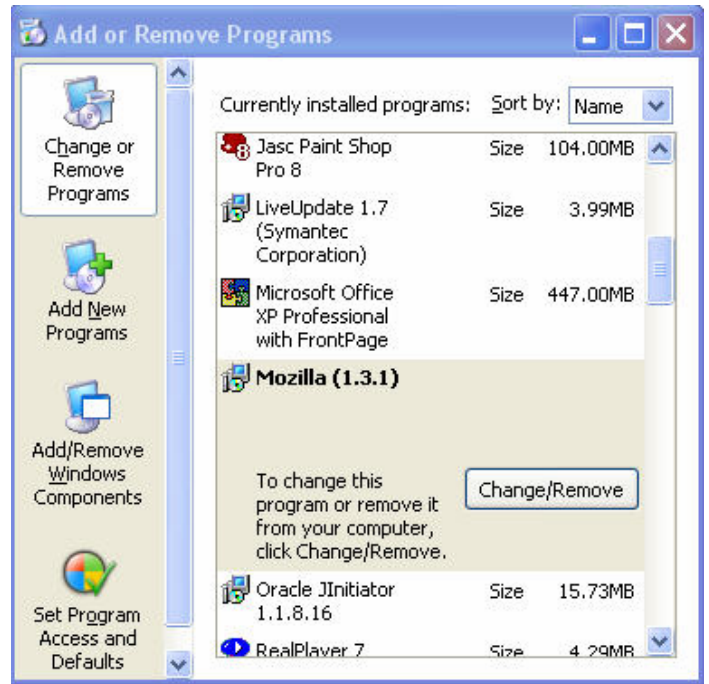- then Click [**Change/Remove**]

Fig. 1

- From the "**Mozilla Uninstaller**" screen Click [**YES**]

- Click [**OK**] to close the "**Add/Remove Programs Properties**" pane

- Repeat these steps if necessary

- You are now finished uninstalling your old version(s) of Mozilla

Fig. 2

c. The Mozilla removal process does not delete all of the old Mozilla folders and files automatically. You will manually delete them now:

- Open Microsoft Explorer file manager

- Click on the old Mozilla folder at:

  "**C:\Program Files\Mozilla**"

  or

  "**C:\Program Files\Mozilla.org**"

- From the Explorer menu Click [**File**], then [**Delete**]

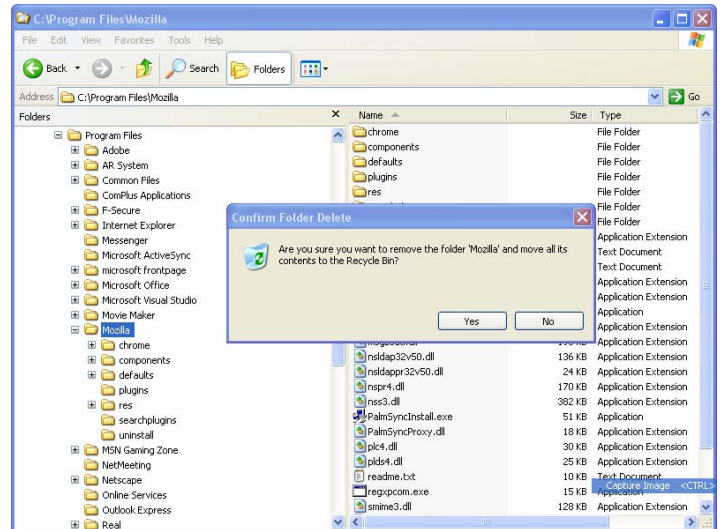- Click [**YES**] from the Confirm Folder Delete menu

Fig. 3

3. **Address Book migration preparation for Netscape 4.x**:

If you have **Netscape 4.x** address book data to migrate to Mozilla 1.4 then create a address book export file now:

a. Start up Netscape 4.x and Select [**Communicator**] menu and [**Address Book**] to open the address book
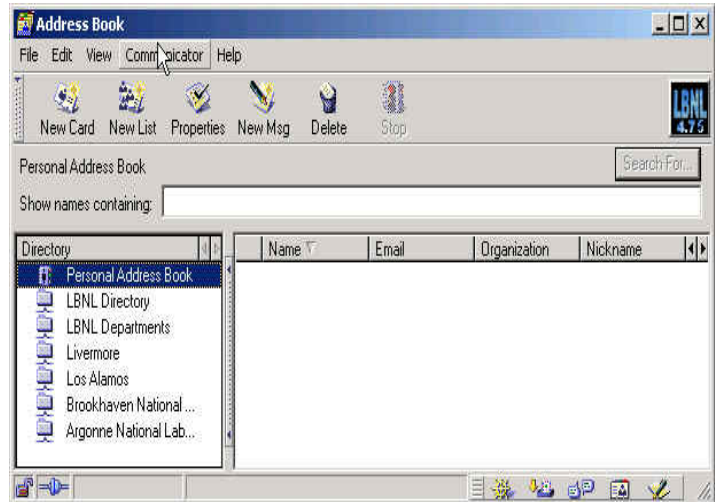
Fig. 4

- Highlight the address book you want to export

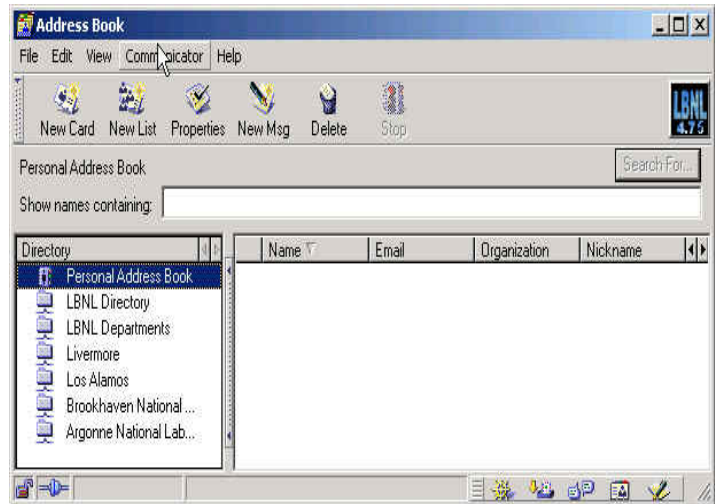Fig. 5

- Select [**File**] from menu, then [**Export**]

Fig. 6

b. Next you will be prompted for a location and file format to save the exported address book.

- We recommend you export to "**C:\options**" folder, with the file name "**pab**".

- Ensure "**Save as type**" is set to [**LDIF (*.ldif*)**] and Click [**Save**]

- Repeat these steps if you have more than one address book to migrate. Use unique files names for the additional files.

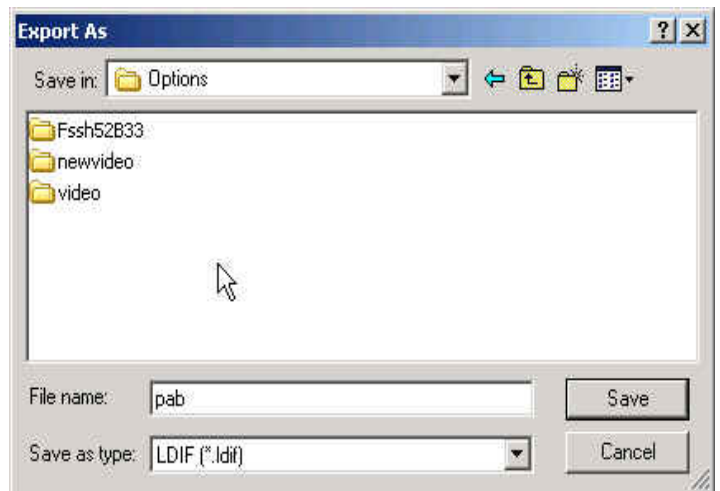Fig. 7

- Exit Netscape and proceed to the installation of Mozilla 1.4

B. Install Mozilla 1.4

1. Download the current LBL production version of Mozilla (1.4) to your Windows desktop from the CIS website:

   http://www.lbl.gov/ITSD/CIS/Software/

   - From the "**Category Index**" Choose [**Software Evaluation**]

   - From the "**Software Evaluation**" Choose [**Mozilla for Windows**]

   - From the "**Security Information**" menu Choose [**Continue**]

2. Save the Mozilla self-extracting installer file:

   - using the "**SAVE IN**" drop-down menu Selection [**Desktop**]

   - then [**Save**]

3. Run the self-extracting installer file:
   - From the Desktop, double Click the "**BerkeleyLabMozilla.exe**" icon
   - then Click [**Next**] to proceed

4. Read the Software License Agreement and Click [**Accept**] to continue

5. Verify the default setting is [**Custom**]. Click [**Next**] to continue

Fig. 8

Fig. 9

6. Click [**YES**] to create the directory

7. Click [**Next**] to continue installing

8. In this screen Mozilla will add a program group to your start menu. Click [**Next**]

9. Verify "**Quick Launch"** is Checked by default. Click [**Next**]

10. Click [**Install**], Mozilla will now copy files to your hard drive

11. Mozilla is now installed

12. Now setup your Mozilla mail client profile:

   - **Netscape 4.x and new users** skip to **Section D**

   - **Netscape 7.x** users go directly to **Section C**

Fig. 9a

Note: The above example is for Netscape 4.x user.

C. Setup profile for Netscape 7.x users

1. If you are migrating from **Netscape 7.x:**
   - Choose your Netscape 7.x profile

   - Click [**Start Mozilla**]

   - You have successfully completed the Mozilla 1.4 installation and email configuration.

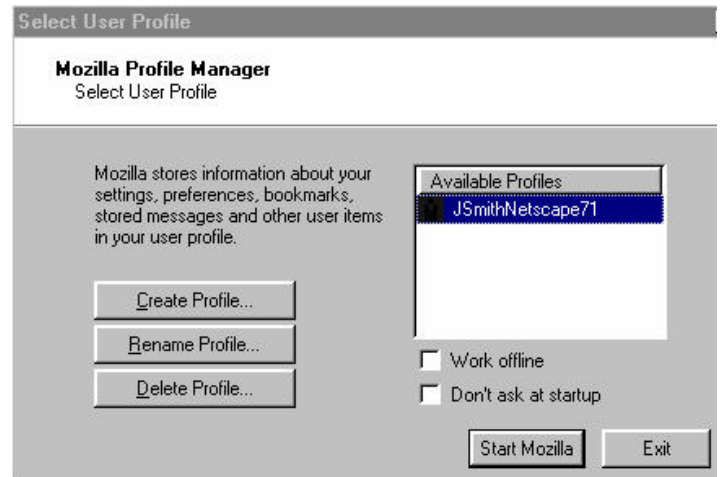   - You many now start using the Mozilla 1.4 web browser and email client

Fig. 10

Note: "**JSmithNetscape71**" is only an example profile name. For the Netscape 7.x user.

D. Setup Profile and Email Settings for Netscape 4.x and new users

1. Proceed to the "**Mozilla Profile Manager**". If you previously used Netscape, Mozilla will now ask if you want to migrate your Netscape Profile

2. If you are migrating from **Netscape 4.x**, **DO NOT** convert your profile. Converting the profile does not properly copy local mail and gives you no control over where your profile will be stored. Instead we will delete any profiles that are here and create a new profile

   - Select all of the profiles listed and Click [**Delete Profile**], but not the profile data

   - Choose [**Don't' Delete Files**]

   Note: Don't Click [**Next**] , proceed to then next step: **D.3**.

Fig. 11

3. Netscape 4.x and new users create a new email client profile now:

   - Click [**Create Profile…**] to begin creating your new Mozilla profile

   - Click [**Next**] to continue

Fig. 12

4. Configure the profile name and location:

   a. Change [**Default User**] to your email logon name (LDAP name): [**JSmith**]

   b. For the "**Your user setting…stored in:**" location setting:

      - Click [**Choose Folder…**], then expand the C: folder so display and select the "**C:\Mozilla**" folder

Fig. 13

5. In this screen we have successfully changed the profile name and verify/set the profile location.

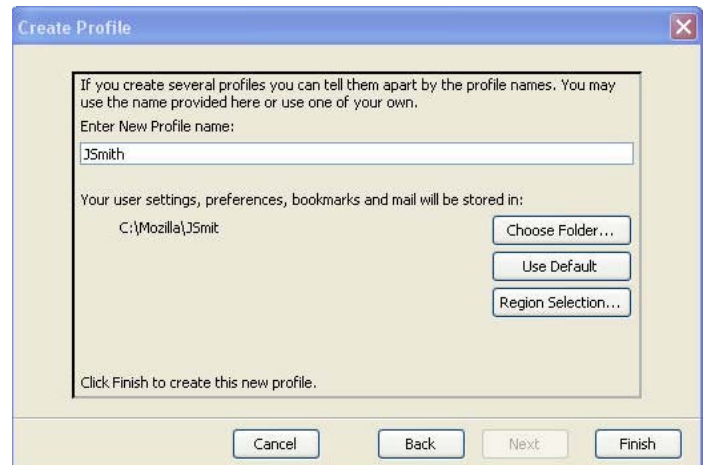   - Click [**Finish**] to continue the process

Fig. 14

6. The Mozilla profile setup is complete.

   - Select your newly created profile

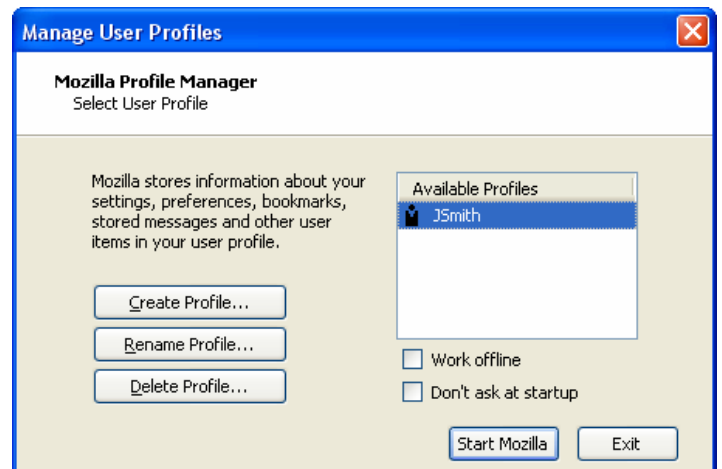   - Click [**Start Mozilla**] to continue. Next we'll setup the mail profile

Fig. 15

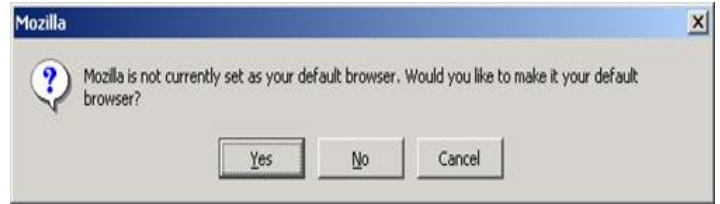7. When Mozilla starts up it will ask to become your default web browser.

   • Click [**YES**]

Fig. 16

8. Mozilla is running, but we need to get the mail client started to setup mail. The easiest way to do this is to Select [**Window**] [**Mail & Newsgroups**]

9. <u>You should only</u>:

   • Verify the default selection of:

   [**Berkeley Lab Email Account**]

   • Then Click [**Next**]

Fig. 17

10. Fill in your name and EPO portion of your e-mail address (your LDAP user name) as shown and Click [**Next**]
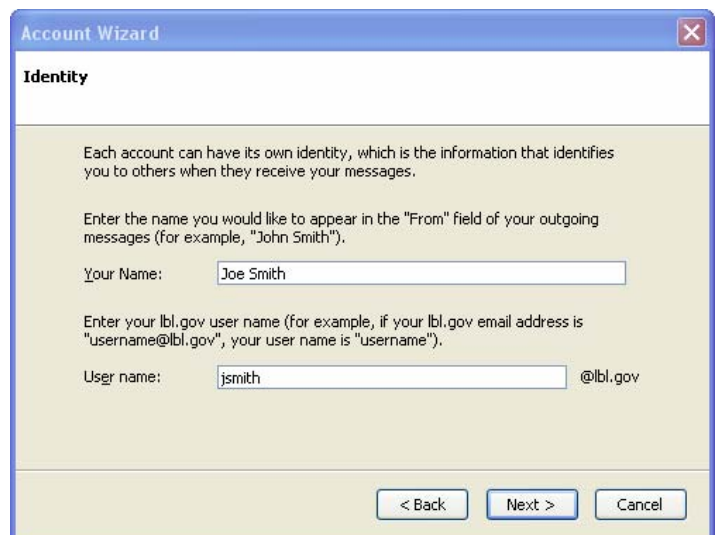
Fig. 18

11. Confirm all your information is accurate and Click [**Finish**]

12. When you leave the Mozilla mail application you will be prompted to set Mozilla as you default Mail application

- Select [**YES**]

13. You will be prompted for your email password
    - Leave the "**Use Password Manager to remember this password**" Unchecked
    - New users, you have successfully installed Mozilla 1.4

E. Import Address Books for Netscape 4.x

This section walks through how to import the **Netscape 4.x** address book export file (you created in **Section A**) into Mozilla. The procedures are the same for moving an address book from one Mozilla profile to another.

1. Start the Mozilla browser and enter the Mozilla address book by Selecting [**Window**] then [**Address Book**]
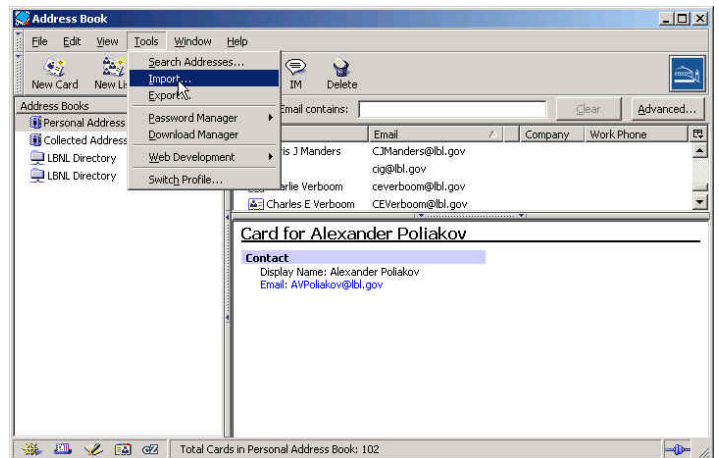
2. Select [**Tools**] then [**Import**]

Fig. 19

3. The [**Address Books**] should be selected
    - Click [**Next**]

4. Select [**Text file (LDIF, tab, csv, .txt)**]**,** the exported file is an LDIF
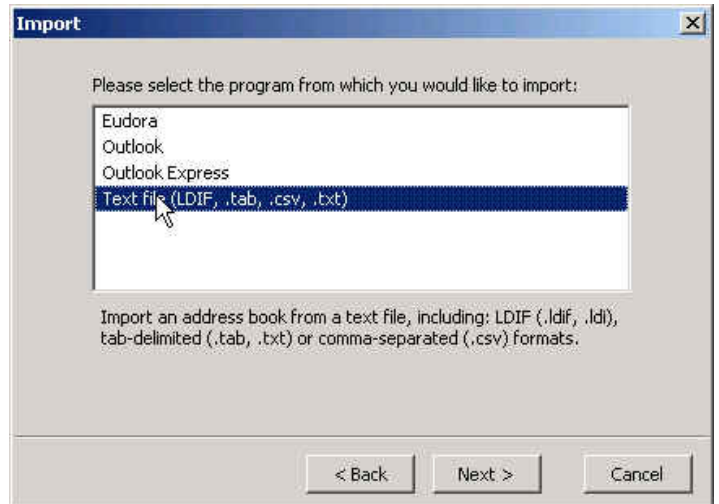
 • Then Click [**Next**]

Fig. 20

5. Select the address file you saved (in **Section A**):

 • "**C:\options\pad.ldif**"

 Then Click [**Open**]

Note:

 • When you open your address book widen the columns to view the data.
 • Under the Address Book Window it should display the **pab** file that you saved. This is the address book that you imported from Netscape 4.x.

 • You can highlight the names imported and drag and drop (copy) address entries to the "**Personal Address Book**" folder.

 • Address Lists imported from Netscape will not drag and drop (copy) to the Mozilla "**Personal Address Book**" folder. The address lists must be manually created
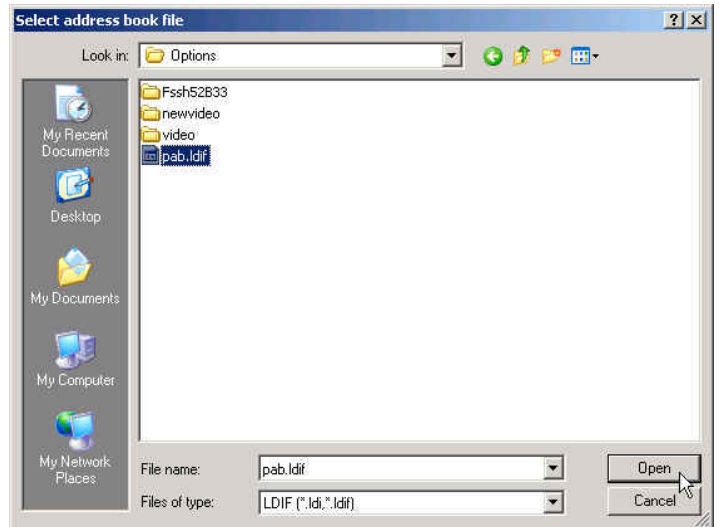

Fig. 21

6. Once the import completes, Click [**Finish**]

7. Repeat these steps if you migrated additional address books (From **Section A**)

F. Import Local Mail for Netscape 4.x

1. Start the Mozilla mail client:

   - Click on [**Tools**] then [**Import**]
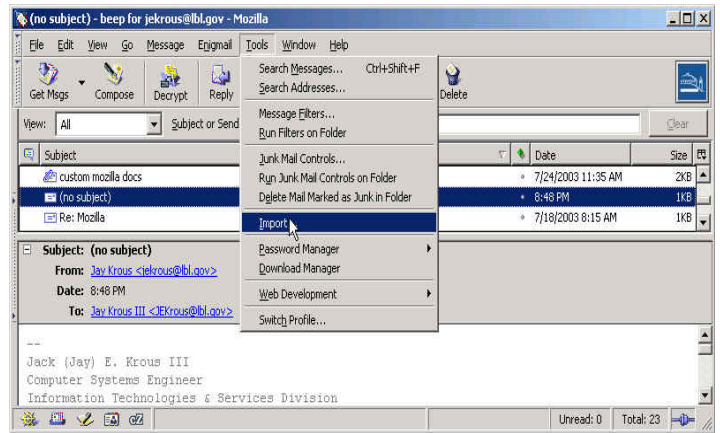

Fig. 22

2. Select [**Mail**] and Click [**Next**]

3. Select [**Communicator 4.x**] and Click [**Next**]

4. Click [**Finish**]

G. Import Bookmarks for Netscape 4.x

1. Manually import your old **Netscape 4.x** bookmarks as follows:

   a. From the Mozilla web browser menu bar:

   - Choose [**Bookmarks**]

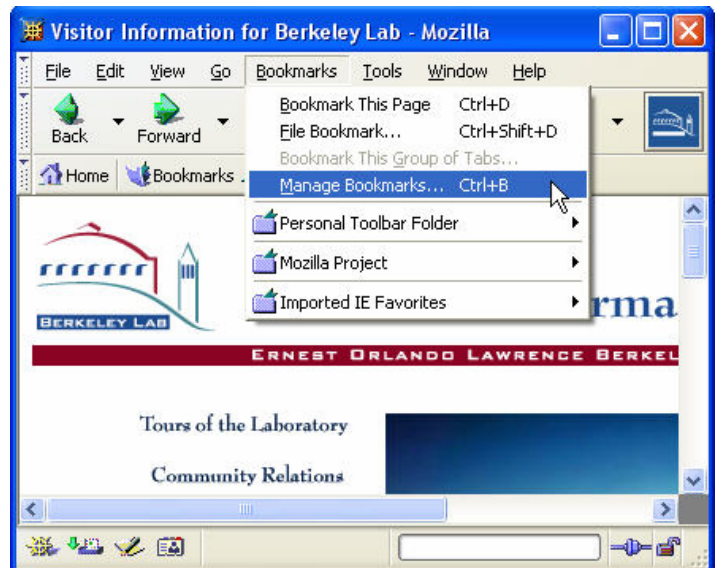   - Then [**Manage Bookmarks**] to open the "**Bookmark Manager**"

Fig. 23

b. Choose [**Tools**] [**Import**] and select the location of the Netscape bookmarks file:

> **Note**: You man need to expand the view of the folders. From "**My Computer**", expand the view to display "**C:**". Then follow the path information described below until you find the "**bookmark.htm**" file:

> •   Microsoft Windows user:

C:\ProgramFiles\Netscape\Users\usersname\bookmark.htm

> •   Network H: drive user:

>   "**H:\Netscape\bookmark.htm**"
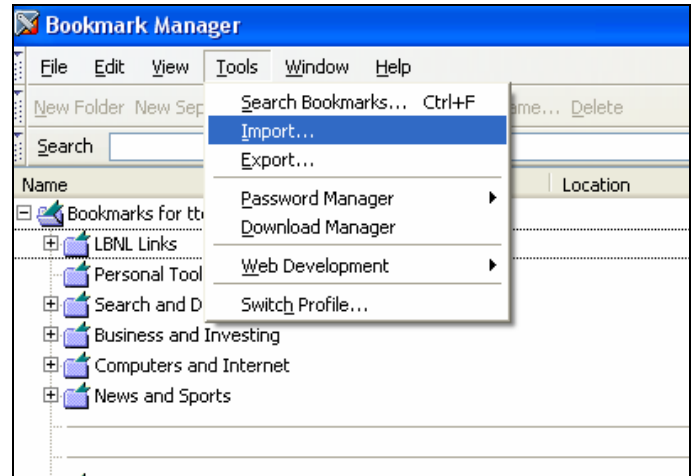

Fig. 24

c. Select Netscape"**Bookmark.htm**" file

d. Click [**OPEN**], then Close the "**Bookmark Manager**" pane

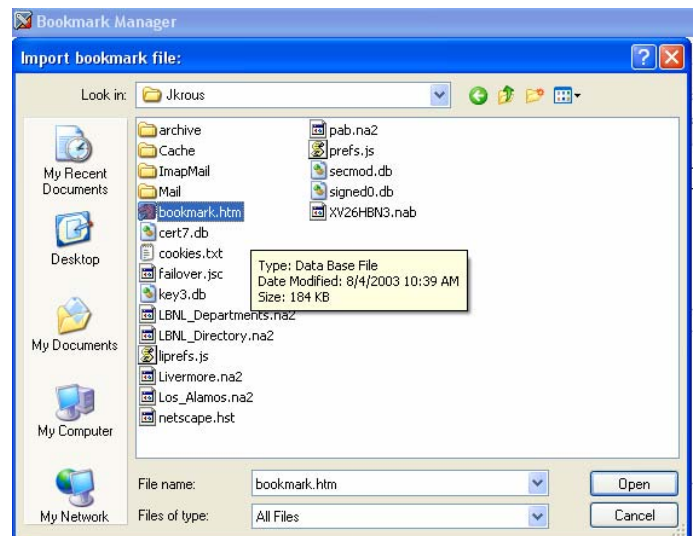e. **Note:** Microsoft IE bookmarks are automatically imported

Fig. 25

H. Mail filters for Netscape 4.x

1. If you only have a few mail filters, consider recreating them in Mozilla. From the Mozilla mail client Choose [**Tools**] [**Message Filters…**]

Abbreviated User's Guide Installation Instructions – Revision C - 10/31/03

A. Before we begin…

1. Overview:
   a. You will be installing the LBNL customized version of Mozilla 1.4 web browser and email client.

   b. A typical Mozilla 1.4 installation and configuration will require 25 minutes to complete. Allow additional time if you have large data files for: address books, address lists, local mail folder.

   c. These instructions presume that your current email data is stored on your workstation local C:\ hard drive. If your email data is stored on another drive modify **Section D** accordingly

   d. Determine what Netscape version you are currently using.

      • Mozilla uses the same email profile, address book, local mail, mail filters and browsers bookmarks as **Netscape 7.x**.

      • If you have no email software on your system create a Mozilla profile folder at: "**C:\Mozilla**", then go to **Section B.**

   e. If **Netscape 4.x** is your current email client then create a Mozilla profile folder at: "**C:\Mozilla**" now

   f. All IMAP email folders in **Netscape 4.x or 7.x** should be checked for Subscription before migrating to Mozilla 1.4:

      i. From the Netscape mail client:

         • Choose [**File**] [**Subscribe…**]

         • Click on the "**Folder name**" you want to mark then Click on [**Subscribe**].

         • When you are done then Click [**OK**]

2. Remove old versions of Mozilla:
   a. Uninstall any old version(s) of Mozilla.
   b. Clean up any old Mozilla (software) folders.
      • "**C:\Program Files\Mozilla**"
      • or "**C:\Program Files\Mozilla.org**"

3. Address Book migration preparation:
   a. If you are using **Netscape 4.x**:

1. Export your address book to your options folder.
2. From Netscape Communicator [**Address Book**], highlight the address book.
3. From [**File**] [**Export**] and save to "**C:\options\pab.ldif**"
4. Repeat for additional address books. Use unique filenames with the "**.ldif**" extension.

B. Install Mozilla

1. Download the LBL production version of Mozilla 1.4 to your hard drive from the CIS website: http://www.lbl.gov/ITSD/CIS/Software/
2. Choose [**Category Index**] [**Software Evaluation**] [**Mozilla for Windows**] [**Continue**]
3. Download the file to your desktop.
4. Exit all programs before running the Mozilla 1.4 installation program.
5. Start the downloaded file: "**BerkeleyLabMozilla.exe**" and Click [**Next**]
6. Read the Software License Agreement and Click [**Accept**].
7. Verify the "**Mozilla Setup – Setup Type**" screen as "**Custom**", Click [**Next**]
8. "**Create Directory?**" screen, Click [**Yes**]
9. "**Mozilla Setup – Select Components**" screen, Click [**Next**]
10. "**Mozilla Setup – Select Program Folder**" screen, Click [**Next**]
11. "**Mozilla Setup – Quick Launch**" screen, Verify "**Check marked**" Quick Launch, Click [**Next**]
12. "**Mozilla Setup – Start Install**" screen, Click [**Install**]
13. "**Select User Profile**" screen:
    a. If you are migrating from **Netscape 7.x**, then skip to **Section C**
    b. If you are new user, then skip to **Section D**
    c. If you are migrating from **Netscape 4.x** then:
        i. Delete the existing profile(s). Select a profile and Click [**Delete Profile**]
        ii. **DO NOT** delete the profile data.
        iii. "**Delete Profile**" screen, then Choose [**Don't Delete Files**]
        iv. Repeat these steps until all the profiles listed have been deleted.
        v. Skip to **Section D**

Fig. 1

C. Setup Profile for Netscape 7.x

1. Select your Netscape 7.x profile, then Click [**Start Mozilla**]
2. "**Mozilla**" screen, set as default browser, Click [**Yes**]
3. You have completed the Mozilla installation and setup.
4. You may now start using the Mozilla 1.4 web browser and email client

D. Setup Profile and Email settings for Netscape 4.x and new users

1. If you are migrating from **Netscape 4.x or are a new user**:
    a. "**Select User Profile**" screen, Choose [**Create Profile**]
    b. "**Create Profile**" screen, Click [**Next**]
    c. "**Create Profile**" screen, Enter in your profile name and select data location:

        *   Choose the: "**C:\Mozilla**"

        *   Then Click [**Choose Folder…**] and select the appropriate folder

        *   Then Click [**Finish**]

Fig. 2

2. "**Manage User Profiles**" screen, Click [**Start Mozilla**]
3. "**Mozilla**" screen, set as default browser, Click [**Yes**]
4. Setup the mail client now. From Mozilla browser Select [**Window**] [**Mail & Newsgroups**]
    a. **VERY Important**:

        "**Account Wizard**" screen,

        Verify the default select:
        [**Berkeley Lab Email Account**],
        Click [**Next**]

Fig. 3

    b. "**Identity**" screen, Enter in "**Your Name:**" and "**User name:**", Click [**Next**]
    c. "**Congratulations!**" screen, verify the information, Click [**Finish**]
    d. "**Mozilla Mail**" screen, set default mail application, Click [**Yes**]
    e. "**Mail Server Password Required**" screen, enter email password, Click [**OK**]

f.   If you are a new user, you have completed the Mozilla installation and setup. You may now start using Mozilla 1.4 web browser and mail client.

E. Import Address Books for Netscape 4.x

1. **Netscape 4.x** users start the Mozilla browser and Select [**Window**] [**Address Book**] [**Tools**] [**Import**]
2. "**Import**" screen, Select [**Address Books**], Click [**Next**]
3. "**Import**" screen, Select [**Text file (LDIF, tab, csv,.txt)**], then Click [**Next**]
4. "**Select address book file**" screen, Select the address file you export in Section **A.3,** Click [**Open**]
5. "**Import**" screen, Click [**Finish**]
6. Repeat these steps if you exported additional address book files.

F. Import Local Mail for Netscape 4.x

1. **Netscape 4.x** users start the Mozilla browser and Select [**Window**] [**Address Book**] [**Tools**] [**Import**]
2. "**Import**" screen, Select [**Mail**], Click [**Next**]
3. "**Import**" screen, Select [**Communicator 4.x**], Click [**Next**]
4. "**Import**" screen, Click [**Finish**]

G. Import Bookmarks for Netscape 4.x

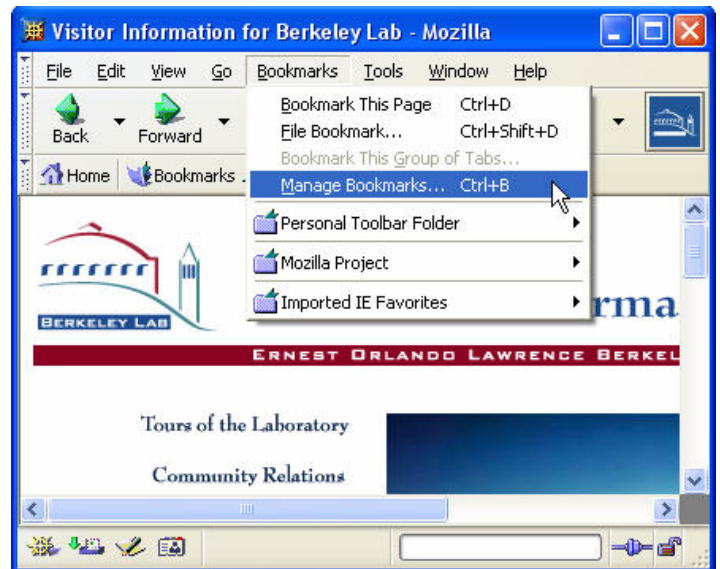1. **Netscape 4.x** users start the Mozilla browser and Select [**Bookmarks**] [**Manage Bookmarks**]

Fig. 4

2. **"Bookmark Manager"** screen, Select [**Tools**] [**Import**]
3. "**Import bookmark file:**" screen, Find and Select the Netscape 4.x "**Bookmark.htm**" file, Click [**Open**] then close the Bookmark pane.

H. Mail Filters for Netscape 4.x

1. **Netscape 4.x** users recreate the mail filters in Mozilla from the Mozilla mail client:
   a.   Select [**Tools**] [**Message Filters…**]

You are now with your Mozilla web browser and mail client install and configuration.